

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-
EMS 008

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Disaster Medical Services	3. CLASS TITLE Health Program Manager II
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8428-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Disaster Division Chief, the Health Program Manager II has full responsibility for the day-to-day management operations of the DMS Division, which consists of 3 HPM Is, 1 HPS II, 7 HPS Is, 3 SESC's, 3 Associate level staff, and 1 support staff (OT) and is responsible for the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	<p>All work is accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA), State Personnel Board (SPB), Department of Finance (DOF), State Controller's Office (SCO), Federal and State laws (i.e. Americans with Disabilities Act, Family Medical Leave Act, etc.), Executive and Administrative Orders, State Administrative Manual, Bargaining Unit Agreements, the Public Employees Retirement System, Cal OSHA, the Department of General Services (DGS), and departmental policies, procedures, and guidelines, using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), Project 2003, Visio and other technological and non-technological work tools. The HPM II has statewide responsibility involving independent decisions for highly sensitive programs with great program, policy, fiscal impact, and serious consequences of action and utilizing effective management skills/tools (e.g. communication, project management, workload tracking/monitoring, staff development, etc.).</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to provide statewide coordination and leadership for the planning, development, and implementation of disaster medical services systems and directs and supervises the development of all regulations, standards, guidelines, and policy for Disaster Medical Services which include the California Medical Assistance Teams (CAL-MATs), Mobile Field Hospitals, Response Stations 1, 2, and 3; and the Hospital Preparedness Program as directed by and/or at the request of the DMS Division Chief.</p>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Lisa Schoenthal	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>Essential Functions (cont.)</p> <ul style="list-style-type: none"> provides oversight of the development and implementation of the CAL-MAT, Mobile Field Hospital, Ambulance Strike Team programs; the Hospital Preparedness Program, the Disaster Healthcare Volunteers program, Response Stations 1, 2, and 3; and the Homeland Security grant program; by utilizing program knowledge, technical expertise and communicating with subordinate staff and management; directs the review and approval of state-level disaster medical response plans, policies, and procedures by using knowledge of the programs, technical expertise, research findings, and other resources; provides direction and oversight of the state's medical mutual aid system, including mitigation, planning, response, and recovery components by utilizing knowledge of the programs, technical expertise, research findings, and other resources; provides oversight of the medical terrorism liaison officer program to the State Terrorism Threat Assessment Center (STTAC) by communicating with TLO program staff.
30%	<p>In order to provide effective and efficient management of the Disaster Medical Services Division the incumbent:</p> <ul style="list-style-type: none"> manages and plans the division's budget by coordinating the various funding sources (including state general fund, federal block grant and other specialty federal grant programs); coordinates and approves program expenditures by reviewing invoices and ensuring appropriateness of claims; conceives and develops annual program budgets, budget change proposals, and other State and federal fiscal documents by maintaining communications with program managers and staff using extensive program knowledge and technical expertise and research findings; reviews, oversees, and coordinates timely submission of all legislative reports, bill analysis, controlled correspondence, mid-year and final reports for special project grants due from the branch by maintaining communications with program managers and staff using extensive program knowledge and technical expertise and research findings; reviews and oversees personnel issues and activities including hiring, identifying and implementing EEO goals, selection of examination priorities, and reviews and approves employee corrective and disciplinary actions utilizing knowledge of the state personnel system in accordance with SPB and DPA rules and regulations and other appropriate laws; determines training needs and recommends specialized and other staff development by assessing staff competencies and utilizing knowledge of the programs.
15%	<p>In order to obtain input for regulations, standards and as directed by and/or at the request of executive management the incumbent:</p> <ul style="list-style-type: none"> works with multiple task forces comprised of physicians, nurses, emergency medical technicians, administrators, educators, and state and federal partner agencies by using program knowledge and having in depth understanding of constituent needs; participates in public hearings by testifying on the departments behalf when required; finalizes regulation packages for filing with the Office of Administrative Law (OAL) utilizing knowledge of the regulation and OAL processes.
10%	<p>In order to achieve maximum departmental efficiency the HPM II:</p> <ul style="list-style-type: none"> assists in the planning, development, and evaluation of Department objectives, policies, guidelines and procedures by providing input to and participating in management meetings; advises and consults with management from EMSA and other agencies on issues, legislation and regulations related to statewide DMS system issues by soliciting input and providing feedback; advises DMS Division Chief, Chief Deputy Director, and the Director regarding policy issues by developing and presenting recommendations to Executive Staff.
5%	<p>MARGINAL FUNCTIONS Liaison with federal partners for programs.</p>

KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes; principles and techniques of management and public administration; Federal, State and local standards, issues, policies and priorities related to health services financing, health services delivery, health promotion, disease prevention, and environmental factors impacting health.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative and manage a major health program(s) or project; assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health programs and project activities; work effectively with various health disciplines and community agencies and lenders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations and procedures; negotiate and coordinate policy relationships with Federal, State and local agencies; utilize public administration methods including budgeting and personnel practices in achieving implementation of legislation and new health programs statewide; serve as a technical program expert to higher level management and represent the department's position before legislative committees and other State agencies.

SPECIAL PERSONNAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

NOTE: Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel. **NOTE:** The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

INTERPERSONAL SKILLS

- Work well as part of a team and be able to motivate staff,
- Build good working relationships with constituents, colleagues, and consultants.
- Ability to consistently exercise good judgment, make decisions and display effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster emergency medical services, public health administration, and/or other health/medical background.
- Ability to manage and guide staff in order to achieve both good quality staff and customer relationships.
- Knowledge of and/or experience in EMS Systems planning.
- Strong written, analytical, and interpersonal skills,
- Ability to act with flexibility and tact.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to travel once or twice per month.